



# APPLICATION FOR DEVELOPMENT REVIEW

## CITY OF PLEASANT HILL

100 Gregory Lane  
Pleasant Hill, CA 94523  
Phone (925) 671-5209  
Fax (925) 682-9327

[www.pleasanthill.ca.gov](http://www.pleasanthill.ca.gov)

### I. CHECK TYPE OF PERMIT(S) REQUESTED

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning         | <input type="checkbox"/> Zoning Permit        |
| <input type="checkbox"/> Use Permit             | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance               | <input type="checkbox"/> Minor Variance   | <input type="checkbox"/> Home Occupation      |
| <input type="checkbox"/> Secondary Unit         | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign                 |
| <input type="checkbox"/> Architectural Review   | <input type="checkbox"/> Tree Removal     | <input type="checkbox"/> Other _____          |

### II. GENERAL DATA

- A. Address of Property \_\_\_\_\_
- B. Assessor's Parcel Number(s) \_\_\_\_\_
- C. Zoning \_\_\_\_\_
- D. Existing Use \_\_\_\_\_
- E. Description of Project or Request \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

#### A. Property Owner

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____
Signature	_____	Date	_____

#### B. Applicant other than Property Owner

Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	Email	_____
Signature	_____	Date	_____

#### C. Authorized Agent

Company	_____	Contact/Title	_____
Address	_____	Phone/Fax	_____
	_____	Email	_____
Signature	_____	Date	_____

To be completed by Staff

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY
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## SIGNS THAT CONFORM TO MASTER SIGN PROGRAMS SUBMITTAL REQUIREMENTS

The numbers following each type of permit refers to the submittal information that must accompany each particular application. The submittal information is described in detail below.

The submittal information shall be provided to the Planning Division of the Public Works and Community Development Department. All submittal information shall be presented along with the application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

Size limit: Plans should be no larger than 22" x 34" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

### NUMBER OF COPIES

- |       |                          |  |
|-------|--------------------------|--|
| 1     | <input type="checkbox"/> | 1. <u>Application form</u> - completed and signed.   |
| 1     | <input type="checkbox"/> | 2. <u>Fee</u> - check payable to the City of Pleasant Hill.  |
| 3     | <input type="checkbox"/> | 3. <u>Location map</u> - indicating the subject parcel(s) and adjacent streets. (May be included on site plan.)  |
| 1 set | <input type="checkbox"/> | 5. <u>Site photographs</u> - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the pictures were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view. |
| 3     | <input type="checkbox"/> | 6. <u>Site plan</u> - site plan, fully dimensioned showing the location and size of all existing and proposed freestanding signs and building mounted signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage);  |
| 3     | <input type="checkbox"/> | 8. <u>Elevations</u> - fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0");   |
| 3     | <input type="checkbox"/> | 9. <u>Rendered sign elevation</u> - a color version of the sign elevation shall be submitted that accurately represents the final finished appearance of the sign in its installed setting (either building mounted or freestanding).  |
| 3     | <input type="checkbox"/> | 10. <u>Details</u> - detailed drawings of all proposed signs indicating the size of sign cabinet, letter style, color scheme, cabinet colors, material specifications (minimum scale 1/4" - 1' 0"). A side elevation is often helpful in describing the sign. The area of each sign (in square feet) shall be shown on all of the above drawings.                            |